



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814

DATE: April 7, 2000

TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS
DISABLED PROGRAM COORDINATORS
EDD JOB SERVICE OFFICES
EEO OFFICERS
PERSONNEL OFFICERS

SUBJECT: Nontesting Classifications

This memorandum refers to recently enacted legislation effective January 1, 2000, which requires priority consideration for any person receiving public assistance under the CalWORKs program for any specified seasonal or entry level nontesting class vacancy. Since 1983, Government Code Sections 19063 through 19063.8 have required that priority consideration for seasonal jobs be given to qualified persons receiving public assistance. Senate Bill 1073 (Chapter 310, Statutes of 1999) adds all entry level nontesting classifications to those for which priority consideration must be given. This memorandum provides state agencies with guidance on the specified seasonal and entry level nontesting classifications affected and the process established to assist state agencies to comply with this legislation.

Attached you will find copies of Government Code Sections 19063 through 19063.8 as amended by Senate Bill 1073 (Attachment A), the list of seasonal and entry level nontesting classifications for which CalWORKs recipients are to be given priority hiring consideration, and the revised forms to be used for record keeping and audit documentation purposes.

GENERAL PROGRAM REQUIREMENTS

Effective January 1, 2000, any person receiving state public assistance under the CalWORKs program who meets the minimum qualifications for any specified seasonal or an entry level nontesting class shall be given priority consideration. For purposes of this article, priority consideration means that each state agency is required to hire qualified and interested job applicants who are receiving assistance under the CalWORKs program, before hiring any other applicant when filling vacant positions in the classes listed on Attachment B. If a state agency does not select a public assistance recipient to fill an opening, it shall document in its employment records the reasons why the public assistance recipient was not selected.

PROCEDURES

Obtaining CalWORKs Referrals

To obtain CalWORKs referrals, a state agency must list each vacancy with the Employment Development Department (EDD) Job Service Office closest to the work site. Attachment C is a current listing of EDD Job Service Offices, however state agencies are encouraged to check with EDD for any changes in office locations.

Participation in a seasonal or entry level nontesting class vacancy by a public assistance recipient shall be voluntary only and in no event shall any person be subject to sanctions, through loss of benefits or eligibility, for not applying for, accepting, or continuing in such a position. Job announcements posted for vacancies covered by this program must explain the voluntary nature of the application to work in a seasonal or entry level nontesting class opening, the class title, job requirements, amount of pay, estimated number of hours, duration, work location and the job qualifications. All notices shall also inform public assistance recipients that they will have priority in being hired for jobs in these openings as provided in Section 19063.

State agencies may establish qualified hiring pools of CalWORKs recipients, which will be used to fill several vacancies. Hiring pools can significantly reduce the time necessary to recruit, interview and select employees for these classes. Public assistance recipients who apply for openings under this article shall be required to undergo the same employment process used by state agencies to select any other person for appointment to a position in such a class. When a vacancy needs to be filled, and a hiring pool exists, the new employee can quickly be selected from the available names contained in the pool.

While the majority of applicants will be through referrals from local EDD Job Services Offices, some CalWORKs recipients may contact hiring agencies directly. These applicants must also be given hiring priority under the program. Written verification must be obtained through the county Social Services Department for any non-EDD referred applicant who indicates that they are receiving CalWORKs benefits.

Exceptions & Waiver

Qualified and interested CalWORKs recipients must be hired before any other applicant except in the following circumstances:

1. A State agency is not precluded from hiring any person appointed during the prior 12 months in the same nontesting class.
2. Any seasonal or entry level nontesting classification specifically designed to support a program to train students, as determined by the board, to the extent that they are authorized as of the effective date of this article, shall be exempt from this article. However, state agencies shall be encouraged by the SPB to increase their efforts to recruit disadvantaged youth or students for these jobs.

3. Upon prior approval of the Governor, the provisions of the article may be waived in order to address an emergency, which threatens the public health or safety, the State's natural resources, or the economy. If an emergency waiver is granted, notification including reasons for the waiver shall be forwarded to the Joint Legislative Budget Committee within five working days. Requests for a Governor's waiver in order to address an emergency as outlined in the exception criteria should be submitted in writing to:

Department of Personnel Administration
Attn: S.R.O.A. Coordinator
1515 S Street
Sacramento, CA 95814

Documentation Requirements

The law requires state agencies to document in its employment records the reasons why the public assistance recipient was not selected. The following process will be used to gather this information:

- A. Each PAR document which records an appointment to any of the designated classes, must indicate under Item 957, Other Eligibility Substantiation, whether the appointment was a CalWORKs applicant, a returning CalWORKs employee, a returning employee, or a non-CalWORKs applicant. A revision to the PAM will be issued by the State Controller's Office to incorporate the law changes.
- B. Departments are required to maintain written documentation regarding all appointments to specified nontesting seasonal and entry level classifications. This documentation should be compiled on the Report of Appointment to Nontesting Classification Subject to Government Code Section 19063, Form 100-264 (Attachment D). This documentation must be maintained by the hiring department for a period of three years after the appointment date for audit purposes. A copy of these forms can be downloaded from the SPB web site at www.spb.ca.gov.

If you have any questions regarding this program you may contact Kris Sullivan or Jennifer Roche, Personnel Resources & Innovations Division, Policy Review and Consultation Services, at (916) 653-0818, CALNET 8-453-0818 or TDD (916) 653-1498.

LAURA M. AGUILERA, Chief
Personnel Resources and Innovations Division

Attachments

**GOVERNMENT CODE
SECTION 19063-19063.8**

SEC.5. Section 19063 of the Government Code is amended to read:

19063. (a) Any person receiving state public assistance under the CalWORKs program (Article 3.2 (commencing with Section 11320) of Chapter 2 of Part 3 of Division 9 of the Welfare and Institutions Code) who meets the minimum qualifications for any civil service position described by the State Personnel Board as a seasonal or an entry level nontesting class that does not require an examination shall be given priority consideration. "Priority consideration" means, for the purposes of this article, that after consideration has been made for all conditions described in this section, the state agency involved shall hire all qualified job applicants who are receiving state public assistance before hiring any other applicant. The board shall review all nontesting classes and determine those that are subject to this article.

(b) Public assistance recipients who apply for openings under this article shall be required to undergo the same employment process used by state agencies to select any other person for appointment to a position in such a class. If a state agency does not select a public assistance recipient to fill an opening, it shall document in its employment records the reasons why the public assistance recipient was not selected and any other information determined to be necessary by the board.

(c) The employment of public assistance recipients shall be consistent with the goals established by each agency under Section 19790.

(d) This section shall not preclude a state agency from hiring any person appointed during the prior 12 months in the class for which the vacancy exists.

SEC. 6. Section 19063.1 of the Government Code is amended to read:

19063.1. Each state agency that intends to establish qualified hiring pools, as defined by the State Personnel Board, for seasonal or entry level nontesting class employment shall notify the Employment Development Department or its delegate in the area where the openings are expected to occur at least 45 calendar days prior to the establishment of the pool. The state agency shall request referrals of public assistance recipients and at the same time shall provide necessary job-related information.

SEC. 7. Section 19063.2 of the Government Code is amended to read:

19063.2. Each state agency that has an open seasonal or entry level nontesting class position, but does not have a qualified hiring pool, shall notify the Employment Development Department or its delegate in the area where the job is located of the opening no later than five working days after the vacancy occurs. The state agency shall request referrals of public assistance recipients and at the same time shall provide necessary job-related information. The agency shall provide a reasonable period for referrals, but not less than 10 working days.

Attachment A

19063.3. This article may be waived by the Governor, if requested to do so by the state agency involved, in order to address an emergency which threatens the public health or safety, the state's natural resources, or the economy. If an emergency waiver is granted, notification including reasons for the waiver shall be forwarded to the Joint Legislative Budget Committee within five working days.

19063.4. If no public assistance recipient applies for a opening within the time limits established by this article, the state agency may fill the opening with a person not receiving public assistance. In the event a person not receiving public assistance is hired, the state agency shall place a certification in its employment records stating the date it contacted the Employment Development Department or its designate, the name of the person contacted, the date the position was filled, and any other information determined to be necessary by the State Personnel Board.

SEC. 8. Section 19063.5 of the Government Code is amended to read:

19063.5. Notwithstanding any other provision of law, participation in a seasonal or entry level nontesting class vacancy by a public assistance recipient shall be voluntary only, and in no event shall any person be subject to sanctions, through loss of benefits or eligibility, for not applying for, accepting, or continuing in such a position. All notices shall explain the voluntary nature of the application to work in a seasonal or entry level nontesting class opening, the job requirements, the amount of pay, and the job qualifications. All notices, shall also inform public assistance recipients that they will have priority in being hired for jobs in these openings as provided in Section 19063.

SEC. 9. Section 19063.8 of the Government Code is amended to read:

19063.8. Any seasonal or entry level nontesting classifications specifically designed to support a program to train students, as determined by the board, to the extent that they are authorized as of the effective date of this article, shall be exempt from this article. However, state agencies shall be encouraged by the board to increase their efforts to recruit disadvantaged youth or students for these jobs.

**STATE CIVIL SERVICE
NON-TESTING CLASSIFICATIONS
SUBJECT TO GC SECTION 19063**

Non-Testing Class Title	Subject to GC19063	
	Current	Added 1/1/00
Agricultural Aide (Seasonal)	X	
Agricultural Inspector/Technician I (Seasonal)	X	
Agricultural Inspector/Technician II (Seasonal)	X	
Agricultural Inspector/Technician III (Seasonal)	X	
Agricultural Survey Interviewer I		X
Animal Technician I		X
Archeological Aid (Seasonal)	X	
Archeological Project Leader (Seasonal)	X	
Archeological Specialist (Seasonal)	X	
Assistant Exam Proctor		X
Backcountry Trails Camp Supv, CCC		X
Community Youth Resouce Specialist		X
Election Official, PERB	X	
Exam Proctor		X
Exposition Assistant I		X
Fire Lookout (Seasonal)	X	
Fish & Wildlife Scientific Aid		X
Fish & Wildlife Seasonal Aid	X	
Group Supervisor Trainee		X
Guide Trainee, Historical Monument	X	
Labor Supervisor (Casual Employment)		X
Laborer - Building Trades (Casual Employment)		X
License Inspector (Seasonal)	X	
Lifeguard I (Seasonal)	X	
Lifeguard II (Seasonal)	X	
Maintenance Aid (Seasonal)	X	
Maintenance & Service Occupational Trainee		X
Mechanical & Technical Occupational Trainee		X
Office Occupations Trainee		X
Park Aid (Seasonal)	X	
Park Aid (Seasonal) (Angel Island)	X	
Park Interpretive Specialist (Seasonal)	X	
Pool Lifeguard (Seasonal)	X	
Processing Fruit & Vegetable Inspector I (Seasonal)	X	
Processing Fruit & Vegetable Inspector II (Seasonal)	X	
Processing Fruit & Vegetable Inspector III (Seasonal)	X	
Scientific Aide		X
Seasonal Clerk	X	
Senior Park Aid (Seasonal)	X	
Skilled Trades Apprentice (Casual Employment)		X

**STATE CIVIL SERVICE
NON-TESTING CLASSIFICATIONS
SUBJECT TO GC SECTION 19063**

Non-Testing Class Title	Subject to GC19063	
	Current	1/1/00
Skilled Trades Apprentice (Casual Employment) (Asbestos Worker Mechanic)		X
Skilled Trades Apprentice (Casual Employment) (Blacksmith)		X
Skilled Trades Apprentice (Casual Employment) (Carpenter)		X
Skilled Trades Apprentice (Casual Employment) (Carpet/Soft Tile Setter/Resilient Floor Covering Installer)		X
Skilled Trades Apprentice (Casual Employment) (Cement Finisher)		X
Skilled Trades Apprentice (Casual Employment) (Construction Equipment)		X
Skilled Trades Apprentice (Casual Employment) (Electrician)		X
Skilled Trades Apprentice (Casual Employment) (Fusion Welder)		X
Skilled Trades Apprentice (Casual Employment) (Glazier)		X
Skilled Trades Apprentice (Casual Employment) (Hodcarrier)		X
Skilled Trades Apprentice (Casual Employment) (Lather)		X
Skilled Trades Apprentice (Casual Employment) (Mason)		X
Skilled Trades Apprentice (Casual Employment) (Metal Trades)		X
Skilled Trades Apprentice (Casual Employment) (Millwright)		X
Skilled Trades Apprentice (Casual Employment) (Operating Engineer)		X
Skilled Trades Apprentice (Casual Employment) (Painter)		X
Skilled Trades Apprentice (Casual Employment) (Plasterer)		X
Skilled Trades Apprentice (Casual Employment) (Plumber)		X
Skilled Trades Apprentice (Casual Employment) (Reinforcing Steel)		X
Skilled Trades Apprentice (Casual Employment) (Roofer)		X
Skilled Trades Apprentice (Casual Employment) (Sheet Metal)		X
Skilled Trades Apprentice (Casual Employment) (Shipwright)		X
Skilled Trades Apprentice (Casual Employment) (Steamfitter)		X
Skilled Trades Apprentice (Casual Employment) (Structural Steel)		X
Skilled Trades Apprentice (Casual Employment) (Tile Setter)		X
Skilled Trades Apprentice (Casual Employment) (Welder)		X
Snow Gauger		X
State Fair Worker (Casual Employment) (Various)	X	
Survey Interviewer		X
Temporary Clerk		X

**EMPLOYMENT DEVELOPMENT DEPARTMENT
JOB SERVICE LOCATIONS BY COUNTY**

ALAMEDA COUNTY**Fremont**

39155 Liberty Street, B200
510.794.3753
510.794.2400 Fax

Hayward

22225 Foothill Boulevard
510.887.4660
510.783.2556 Fax

Oakland

675 Hegenberger Road
510.563.5283
510.563.5347 Fax

BUTTE COUNTY**Chico Community**

Employment Center
2445 Carmichael Drive
530.895.4634
530.895.6488 Fax

Oroville

2185 Baldwin Avenue
530.538.7301
530.534.1167

CALAVERAS COUNTY**Angels Camp**

571 Stanislaus Avenue
209.736.9693
209.736.4064 Fax

COLUSA COUNTY**Colusa**

146 Market Street
530.458.7642
530.458.7918 Fax

CONTRA COSTA COUNTY**Antioch**

218 I Street
925.777.2109
925.756.1758 Fax

Brentwood

120 Oak Street
925.777.2109
925.756.1758 Fax

Pleasant Hill

363 Civic Drive
925.602.1563
925.602.1540 Fax

Richmond

330 – 25th Street
510.970.7379
510.970.7372 Fax

DEL NORTE COUNTY**Crescent City**

245 Price Mall
707.464.2112
707.464.5695 Fax

EL DORADO COUNTY**Meyers**

3141 U.S. Highway 50, Suite B
530.573.2330
530.573.2320 Fax

Placerville

4535 Missouri Flat Road, Suite
101
530.642.5516
530.642.5523 Fax

South Lake Tahoe

3141 U.S. Highway 50, Suite B
530.573.6740
530.573.6735 Fax

FRESNO COUNTY**Fresno – North**

1455 E. Shaw Avenue
559.244.7676
559.244.7686 Fax

Fresno – West

2555 S. Elm Avenue
559.455.6747
559.455.5850 Fax

Huron

36612 Central Avenue
559.945.5002
559.945.2995 Fax

Mendota

660 Tule Street
559.655.3711
559.655.3453 Fax

Sanger

1939 Academy Avenue
559.875.1736
559.875.7585 Fax

HUMBOLDT COUNTY**Eureka**

409 K Street
707.445.6531
707.444.2222 24-Hour Job Line
707.445.6781 Fax

IMPERIAL COUNTY**Calexico**

601 South Imperial Avenue
760.339.2709
760.339.2740 Fax

El Centro

1550 W. Main Street
760.339.2709
760.339.2740 Fax

INYO COUNTY**Bishop**

873 N. Main Street
760.873.7185
760.873.6902 Fax

KERN COUNTY**Bakersfield**

1924 Q Street
661.395.2804
661.322.4334 Fax

Bakersfield

5121 Stockdale Highway, Suite
100
661.336.6700
661.336.2750 Fax

Delano

800 11th Avenue
661.721.3411
661.725.4364 Fax

Lamont

10215 Stobaugh Street
661.336.6789
661.336.6817 Fax

Ridgecrest

540 Perdew Street, Suite C
760.446.5373
760.446.5108 Fax

KINGS COUNTY**Hanford**

124 N. Irwin Street
559.585.3540
559.584.3763 Fax

LAKE COUNTY**Clearlake**

7105 S. Civic Center Drive,
Suite 420
707.994.6711
707.263.7637 Fax

Lakeport

991 Parallel Drive
707.262.3105
707.263.7637 Fax

LASSEN COUNTY**Susanville**

2545 Main Street
530.251.2854
530.257.9710 Fax

LOS ANGELES COUNTY**Canoga Park**

21010 Vanowen Street
818.596.4200
818.596.4228 Fax

Carson

1 Civic Plaza, Suite 500
323.290.5280
323.290.5110

Chatsworth One-Stop

20500 Nordoff Street
818.596.4200
818.596.4228 Fax

City of Commerce

1231 S. Gerhart
626.350.6509
626.459.4371 Fax

Compton

1940 N. Bullis Road
310.223.1200
310.604.1441 Fax

Compton

700 N. Bullis Road
310.605.3050
310.605.3067 Fax

El Monte

10404 E. Valley Boulevard
626.350.6509
626.459.4371 Fax

Gardena

16801 S. Western Avenue, Suite
A
310.217.9579
310.217.6146 Fax

Glendale

1255 S. Central Avenue
818.596.4200
818.596.4228 Fax

Huntington Park

2677 Zoe Street
323.290.5280
323.290.5110 Fax

Inglewood

110 S. La Brea Avenue, Room
503
323.290.5280
323.290.5110 Fax

Inglewood

2930 W. Imperial Highway
#515
323.290.5280
323.290.5110 Fax

Lancaster

1420 West Avenue I
661.945.8131
661.945.5767 Fax

Long Beach

3447 Atlantic Avenue
562.570.3658
562.570.3790 Fax

Los Angeles-Crenshaw

5401 S. Crenshaw Boulevard
323.290.5280
323.290.5110 Fax

Los Angeles-South Central

12700 S. Avalon Boulevard
323.290.5280
323.290.5110 Fax

Los Angeles Metropolitan

158 W. 14th Street
626.350.6509
626.459.4371 Fax

Los Angeles

3921 Selig Place
323.290.5280
323.290.5110 Fax

Norwalk

12715 S. Pioneer Boulevard
626.350.6509
626.459.4371 Fax

Pasadena

1207 E. Green Street
626.350.6509
626.459.4371 Fax

Pomona

150 E. Arrow Highway
626.350.6509
626.459.4371 Fax

San Fernando

1250 San Fernando Road
818.596.4200
818.596.4228 Fax

San Pedro

1851 N. Gaffey Street
323.290.5280
323.290.5110 Fax

Santa Clarita

21515 Soledad Canyon Road,
Suite 121
818.596.4200
818.596.4228 Fax

Santa Monica

932 Broadway
323.290.5280
323.290.5110 Fax

Sun Valley One-Stop

9024 Laurel Canyon Boulevard
818.596.4200
818.596.4228 Fax

Torrance

1220 Engracia Avenue
323.290.5280
323.290.5110 Fax

Watts/Southeast

10950 S. Central Avenue
323.290.5280
323.290.5110 Fax

West Covina

933 S. Glendora Avenue
626.350.6509
626.459.4371 Fax

Whittier

9825 S. Painter Avenue
626.350.6509
626.459.4371 Fax

MADERA COUNTY**Madera**

114 South A Street
559.675.5264
559.673.1789 Fax

MARIN COUNTY**San Rafael**

3301 Kerner Boulevard
415.257.3660
415.454.2699 Fax

MENDOCINO COUNTY**Fort Bragg**

310 E. Redwood Avenue
707.964.3295
707.964.2109 Fax

Ukiah

631 South Orchard
707.463.5710
707.463.4795 Fax

Willits

1155 South Main Street
707.459.3885
707.459.7050 Fax

MERCED COUNTY**Los Banos**

1075 H Street
209.826.0420
209.826.4068 Fax

Merced

1205 West 18th Street
209.726.5404
209.726.5444

MODOC COUNTY**Alturas**

802 N. East Street
530.233.4133
530.233.7716 Fax

MONTEREY COUNTY**Greenfield**

690 Walnut Avenue
831.674.4065
831.674.4050 Fax

Monterey Peninsula

480 Webster Street
831.649.2925
831.649.2828 Fax

Salinas

730 La Guardia Street
831.796.3696
831.796.3650 Fax

NEVADA COUNTY**Nevada City**

117 New Mohawk Road,
Suite D
530.470.1902
530.470.1906 Fax

Truckee

10075 Levon Avenue, Suite 206
530.582.7332
530.582.7335 Fax

ORANGE COUNTY**Anaheim**

2450 E. Lincoln Avenue
714.518.2323
714.518.2393 Fax

Costa Mesa

1675 Scenic Avenue, Suite 100
714.518.2323
714.518.2394 Fax

Garden Grove

11277 Garden Grove Blvd.,
Suite 101C
714.518.2323
715.518.2394 Fax

Mission Viejo

23456 Madero Street #150
714.518.2323
714.518.2392 Fax

Santa Ana

1000 E. Santa Ana Blvd., Suite
103
714.518.2323
714.518.2394 Fax

PLACER COUNTY**Roseville**

1800 Sierra Gardens Dr., Suite
100
916.774.4045
916.786.6177 Fax

PLUMAS COUNTY**Quincy**

1905 E. Main Street
530.283.6852
530.283.4317

RIVERSIDE COUNTY**Blythe**

1277 W. Hobson Way
760.922.3173
760.342.7590

Corona

237 W. River Road
909.340.4060
909.734.5783 Fax

Hemet

151 N. Lyon Avenue
909.765.0731
909.652.9841 Fax

Indio

47110 Calhoun Street
760.922.3173
760.342.7590 Fax

Palm Springs

1111 E. Tahquitz Canyon Way,
Suite C
760.568.4551
760.327.3984 Fax

Riverside

1161 Spruce Street
909.955.2200
909.955.2220 Fax

Temecula

27447 Enterprise Circle West
909.600.6000
909.600.6035 Fax

SACRAMENTO COUNTY**Sacramento-Midtown**

2901 50th Street
916.227.0301
916.227.0208 Fax

SAN BERNARDINO COUNTY**Barstow**

2700 Barstow Road
760.252.2878
760.252.7547 Fax

San Bernardino

646 N. Sierra Way
909.888.8385
909.798.6857 Fax

Fontana

17590 Foothill Boulevard
909.350.2083
909.350.8942 Fax

Ontario

2314 S. Mountain Avenue,
Suite A
909.458.1650
909.460.7659 Fax

Redlands

814 W. Colton Avenue
909.798.0683
909.798.6857 Fax

Victorville

15419 Cholame
760.241.1647
760.241.2468 Fax

SAN BENITO COUNTY**Hollister**

1111 San Felipe Road, Suite 107
831.638.3311
831.637.0478 Fax

SAN DIEGO COUNTY**Chula Vista**

1111 Bay Boulevard
619.424.1112
619.424.1144 Fax

El Cajon

924 E. Main Street
619.689.6227
619.689.6231 Fax

Escondido

1935 E. Valley Parkway
619.689.6227
619.689.6231 Fax

Oceanside

2027 E. Mission Avenue,
Suite E
619.689.6227
619.689.6231 FAX

San Diego

6145 Imperial Avenue
619.689.6227
619.689.6231 Fax

SAN FRANCISCO COUNTY**San Francisco**

3120 Mission Street
415.749.7500
415.749.7477 Fax

SAN JOAQUIN COUNTY**Lodi**

631 E. Oak Street
209.333.6904
209.941.1935 Fax

Manteca

1783 W. Yosemite Avenue
209.825.1360
209.941.1935 Fax

Stockton

135 W. Fremont Street
209.948.7862
209.941.1935 Fax

Tracy

213 West 11th Street
209.833.1020
209.833.1027 Fax

SAN LUIS OBISPO COUNTY**Paso Robles**

2800 Buena Vista Dr., Bldg.
4000
805.238.4847
805.238.5067 Fax

San Luis Obispo
4111 Broad Street, #A
805.788.2697
805.549.9974 Fax

SAN MATEO COUNTY

South San Francisco
230 S. Spruce Avenue
650.737.2605
650.737.9379 Fax

Santa Barbara County
130 E. Ortega Street
805.568.1280
805.568.1316 Fax

Santa Maria
304 W. Carmen Lane
805.349.8123
805.922.4912 Fax

SANTA CLARA COUNTY

Campbell
2450 S. Bascom Avenue
408.369.3604
408.369.3680 Fax

Sunnyvale
420 S. Pastoria Avenue
408.774.2374
408.732.8526 Fax

SANTA CRUZ COUNTY

Capitola
2045 40th Avenue, Suite B
831.464.5627
831.462.4369 Fax

Watsonville
18 W. Beach Street
831.464.6283
831.763.8706 Fax

SHASTA COUNTY

Redding
1325 Pine Street
530.225.2284
530.225.2206 Fax

SISKIYOU COUNTY

Weed
310 Boles Street
530.938.3231
530.938.1366 Fax

SOLANO COUNTY

Suisun
320 Campus Lane
707.863.3570
707.864.3216 Fax

Vallejo
1440 Marin Street
707.649.4706
707.645.9856 Fax

SONOMA COUNTY

Petaluma
680 Sonoma Mountain Parkway
707.778.2440
707.778.2439 Fax

Santa Rosa
606 Healdsburg Avenue
707.576.2360
707.576.2859 Fax

STANISLAUS COUNTY

Modesto
629 12th Street
209.576.6005
209.576.6197 Fax

Oakdale
1405 West F Street, Suite J
209.848.4241
209.848.4235 Fax

Turlock
125 N. Broadway
209.669.2950
209.669.2965 Fax

TRINITY COUNTY

Weaverville
1248 Main Street
530.623.2342
630.623.5276 Fax

TULARE COUNTY

Porterville
61 N. Second Street
559.788.6452
559.788.6485 Fax

Visalia
2370 W. Whitendale
559.636.7350
559.739.0633 Fax

TUOLUMNE COUNTY

Sonora
19890 Cedar Road, North,
Suite B
209.536.2971
209.536.2977 Fax

VENTURA COUNTY

Oxnard
635 S. Ventura Road
805.382.8614
805.382.8701

Simi Valley
980 enchanted Way, Suite 105
805.582.8714
805.522.8328 Fax

YOLO COUNTY

West Sacramento
500 A Jefferson Boulevard,
Suite 110
916.375.6288
916.375.6310 Fax

Woodland
825 East Street, Bldg. C
530.668.3111
530.668.3153

YUBA COUNTY

Marysville
1204 E Street
530.741.4151
530.743.7058 Fax



REPORT OF APPOINTMENT TO NON-TESTING CLASSIFICATION SUBJECT TO GOVERNMENT CODE 19063

The provisions of Government Code Section (GCS) 19063 require that all appointments to nontesting, seasonal or entry-level positions be documented to ensure that public assistance recipients under CALWORKs are provided with priority consideration.

I. Position & Appointment Information

1. Department:

2. Institution, Hospital or Facility (if applicable):

3. Position Number:

4. Non-Testing Classification of Hire:

5. Location (City) of Position Filled:

6. Effective Date of Hire:

7. Name of Person Hired:

8. Social Security Number:

9. Appointment Type:

☐ New Hire:

a. Is the person hired a CALWORKs recipient (or were they at the time job was offered)?

☐ Yes (Go to Section II)

☐ No (Answer Question b.)

b. Was this hire made from an established employment pool?

☐ Yes (Completed Form 264 - Side 2 & Go to Section II)

☐ No (Answer Question c.)

c. Was this hire made under the provisions of a waiver in order to address an emergency as described in Section 19063.3 of this Act?

☐ Yes (Notify the Joint Legislative Budget Committee within five days of date of hire of the circumstances justifying the need for the waiver and attach DPA waiver approval.)

☐ No (Completed Form 264 - Side 2)

☐ Rehire of Former Non-Testing Employee, in same classification, within 12 months of last date worked:

(Date Last Worked)

II. Documentation & Certification

I hereby certify, by signature below, that all requirements of GCS 19063 were applied to this hire and that required documentation, as applicable, is maintained on file.

Name & Title of Person Completing Form

(Telephone Number)

(Date)

**COMPLETED FORMS MUST BE RETAINED FOR SPB AUDIT PURPOSES FOR THREE (3) YEARS
AFTER THE APPOINTMENT DATE FOR WHICH IT WAS COMPLETED.**



**DOCUMENTATION FOR ESTABLISHMENT OF HIRING POOL
AND APPOINTMENT TO NONTESTING, SEASONAL & ENTRY-LEVEL
CLASSIFICATIONS SUBJECT TO GOVERNMENT CODE 19063**

Department:		Institution, Hospital or Facility (if applicable):				
Work Location (City) for Position/Hiring Pool:		Non-Testing Classification for Appointment/Hiring Pool:				
Number of Positions:	Estimated Hours per Month:	For Hiring Pools (if applicable): Date Pool Established: <input type="checkbox"/> New Pool <input type="checkbox"/> Merge With Existing Pool				
Location of Employment Development Department (EDD) One-Stop/Job Service Office Contacted:						
Date EDD Contacted:		Date Listed on CalJOBS:				
		Final Date for Accepting Applications:				
# of CALWORKS Applicants Referred by EDD:		# of CALWORKS Applicants Directly Replied:				
		# of non-CALWORKS Applicants Directly Replied:				
HIRING POOL OR APPOINTMENT APPLICANT DOCUMENTATION						
Name of Applicant	CALWORKS Applicant (Yes or No)	Placed in Pool or Hired (Yes-Give Date or No)	IF CALWORKS Applicant Not Placed in Pool/Hired, Specify Reason:			
			Did Not Appear	Does not Meet MQS	Waived Job Offer	Other (Specify)
Name & Title of Person Completing Form:			Telephone Number:		Date:	

**COMPLETED FORMS MUST BE RETAINED FOR SPB AUDIT PURPOSES FOR THREE (3) YEARS
AFTER THE APPOINTMENT DATE FOR WHICH IT WAS COMPLETED.**